University of Macau

Course Outline (Syllabus) Essential Elements Checklist

Optional items are marked in blue

2016

 Course Information

* Course Code,
* Title
* Instructor
* Instructor contact information
* Class meeting times and location
* Moodle URL
* Office hours

 Course Description (Brief)

 Required books, reading, other learning tools

 Course Goal(s) (optional)

* These are overarching statements that may of may not be measurable they help to frame the learning outcomes

 Course Learning Outcomes (3-5)

* Learning Outcome 1
* Learning Outcome 2
* Learning Outcome 3
* Learning Outcome 4
* Learning Outcome XX

 Grading

* Description of how grades will be determined (test, exams, papers, quizzed, participation, projects etc.)
* Policy with respect to grades (A, B, C, D, F)

 Attendance/Absence Policy

 Course Expectation and Policies (Optional)

 Academic Integrity Statement (Optional)

 Disability Services Statement (Optional)

 Course meeting schedule, list topic, reading, tests due dates by class meeting or week. Often this is a separate document subject to change or minor adjustments.